

# Arts and Learning Program

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The information contained in this booklet pertains to the Arts & Learning Program. If you have questions about other Council programs please contact Council staff at (517) 241-4011. You may also want to attend one of our program workshops. For people who are deaf or hard of hearing, Council staff may be reached by TTY at (517) 373-1592.

### **TENTATIVE AGENDA - Dates and Times subject to change ! For more information, contact Council staff at (517)241-4011**

<b>City</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Address</b>	<b>Phone</b>
<b>Battle Creek</b>	3/04/03	11:00 AM	United Arts Council	51 W. Michigan Ave.	(269) 441-2700
<b>Detroit</b>	3/05/03	11:00 AM	College for Creative Studies	201 E. Kirby	(313) 664-7458
<b>Port Huron</b>	3/06/03	11:00 AM	St. Clair Co. Community College Room 150 M-Tec Building	323 Erie Street	(810) 989-5709
<b>Marquette</b>	3/11/03	10:00 AM	Marquette Arts & Culture Ctr.	217 North Front	(906) 228-0472
<b>Ontonagon</b>	3/11/03	6:00 PM	Village Council Chambers	315 Quartz Street	(906) 884-2305
<b>Escanaba</b>	3/12/03	6:00 PM	Wm. Bonifas Fine Arts Center	700 First Avenue South	(906) 786-3833
<b>St. Ignace</b>	3/13/02	6:00 PM	St. Ignace MS Cafetorium	840 Portage Rd.	(906) 643-8145
<b>Alpena</b>	3/17/03	2:00 PM	Alpena County Public Library	211 N. First Street	(989) 356-6188
<b>Bay City</b>	3/18/03	11:00 AM	Hist. Museum of Bay County	321 Washington St.	(989) 893-5733
<b>Lansing</b>	3/19/03	10:00 AM	Michigan Library & Hist. Center	702 W. Kalamazoo	(517) 241-4011
<b>Cadillac</b>	3/25/03	1:00 PM	Cadillac Wexford Cnty. Library	411 S. Lake Street	(231) 775-6541
<b>Muskegon</b>	3/26/03	9:00 AM	Muskegon Museum of Art	296 W. Webster Ave.	(231) 720-2570
<b>Grand Rapids</b>	3/26/03	2:00 PM	Meijer Gardens & Sculpture Park	1000 E. Beltline NE	(616) 957-1580



# PROGRAM GUIDELINES

## FY 2004 Arts & Learning

### Introduction

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The State of Michigan Council for Arts and Cultural Affairs (MCACA), an agency of the Michigan Department of History, Arts and Libraries, serves to encourage, develop and facilitate an enriched environment of artistic, creative cultural activity in Michigan. Through a comprehensive program of services and matching grants, MCACA:

- Demonstrates the importance of arts and culture in daily living
- Provides broad public access to arts and cultural activities
- Strengthens arts education
- Supports those who create, present or produce quality arts and cultural projects
- Encourages innovation
- Celebrates diversity
- Facilitates delivery of arts and cultural resources statewide
- Enhances the state's quality of life

### Other MCACA Programs

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Artists in Residence  
Anchor Organizations  
Arts Organization Development  
Arts Projects  
Big Culture Lesson  
Capital Improvements  
Cultural Projects  
Local Arts Agencies Services  
Partners  
Regional Regranting  
Rural Arts and Culture

This booklet contains information, and forms to help qualified organizations apply for funding in the *Arts & Learning program*. Funding through this program supports, in part, arts and cultural activities which will take place between October 1, 2003 and September 30, 2004.

The Arts and Learning Program supports quality arts education activities, conducted by artists of high quality and ability, in schools or communities, as well as in arts education partnerships between schools and community-based organizations. Funded activities may involve collaborations among artists, educators (arts and other disciplines), community arts resources, arts organizations with strong educational programming, arts organizations interested in developing strong educational programming, local businesses, parents, students and the general public. In this way, the Council increases arts instruction and harnesses community resources in a single effort to make arts and culture basic to education. Please refer to the enclosed guidelines and application instructions for more detailed information.

Thank you for your interest in applying for a MCACA grant. It is through the efforts of organizations such as yours that the MCACA commitment to foster innovation, preservation, conservation, creativity and excellence in the State of Michigan can come to fruition.

There are similar guidelines and grant applications available for all other MCACA programs listed above. If you have questions or require additional information, please contact MCACA staff at (517) 241-4011. For people who are deaf or hard of hearing, Council staff may be reached by TTY at (517) 373-1592.

# Arts and Learning Program *at a Glance*

- ✓ The Arts and Learning Program supports quality hands-on arts education activities, conducted by artists of high quality and ability, in schools or communities, as well as in arts education partnerships between schools and community-based organizations

## *To be Eligible...*

- ✓ Applicants must be incorporated, tax exempt, organizations including: public or non-public schools, school districts, intermediate school districts, universities, arts organizations, arts education providers, cities, counties, villages, townships, service organizations, and arts agencies,

- ✓ Applicants with unmet obligations on prior grants  
i.e., late/incomplete reports *may not* apply  
(Please contact MCACA staff if you are concerned about a prior grant)

## *Funding Basics...*

- ✓ Funding up to \$30,000 is available
- ✓ Request amounts may not exceed 1/3 of the project's total cost
- ✓ A 2 : 1 match of grant funds including a cash match of at least 50% of the requested amount is required
- ✓ Funded projects must be completed  
within the MCACA Fiscal Year, 10/1/2003 - 9/30/2004
- ✓ Applicants may apply to more than one Council program. However, the Council reserves the right to limit the number of grant awards to any one applicant
- ✓ Only one application may be submitted for the  
same project or activity in a fiscal year

## *Deadline...*

- ✓ Applications must be postmarked no later than May 1, 2003  
Hand delivered applications must be in MCACA offices no later than 4:00 p.m. on 05/01/03  
Late applications will **NOT** be accepted or reviewed.
- ✓ An application fee of 1% of the requested amount or \$100, whichever is less is required.  
This fee is subject to legislative change at any time.
- ✓ Metered mail IS NOT acceptable

Send your completed application to:

**MCACA**  
**Arts & Learning Program**  
**P.O. Box 30706**  
**Lansing, MI 48909-8206**

# Program Description

## *Eligibility*

Applicants must be incorporated in the State of Michigan. They must also ensure that no part of net earnings benefit a private individual. Donations to the organizations must be allowable as a charitable contribution under section 170c of the Internal Revenue Code of 1954 as amended. (Organizations having status under Section 501(c)(3) of the Internal Revenue Code and local Units of Government, meet this criteria)

Any applicant that has unmet obligations on current grant contracts, such as overdue or incomplete reports or other significant problems, is not eligible to apply for future funding. If any applicant fails to meet MCACA requirements on a current contract, that pending application will be removed from the review process. If any applicant fails to meet MCACA requirements on a current grant, following Council approval on a future application, the newly approved grant will be rescinded. ***Auxiliary support organizations (i.e. friends of xxx), may not apply in this grant category.*** State of Michigan agencies, divisions, and/or departments are not eligible to apply for or receive funding from the Michigan Council for Arts and Cultural Affairs.

## *Additional Arts & Learning Eligibility*

Michigan nonprofit, federally tax exempt organizations, including public or non-public schools, school districts, intermediate school districts, licensed daycare providers, universities, arts organizations, arts education providers, cities, counties, villages, townships, service organizations, and arts agencies, are eligible to apply in most of the seven funding categories. Note: check specific eligibility exceptions in each funding category.

### **\*NOTICE**

The Council will not support general operating costs or projects and activities which are within the primary instructional and services responsibilities of a College or University, or are limited to the College or University faculty, staff and students. With their application for funding, Colleges and Universities must provide:

- 1) Documentation of a demonstrated benefit to the community at large
- 2) Provide documentation of community involvement in the planning/implementation of the project
- 3) Include letters of support from community organizations

## *Funding*

The Arts and Learning Program supports quality arts education activities, conducted by artists of high quality and ability, in schools or communities, as well as in arts education partnerships between schools and community-based organizations. It is the Council's expectation that projects funded will:

- ✓ Develop activities that serve to make the arts basic to education in schools and the community.
- ✓ Promote the value of direct participation in the creative process.
- ✓ Contribute to the financial and artistic growth of Michigan artists.

✓ Encourage collaborations between organizations which serve to improve artistic quality, increase efficiency and/or maximize limited resources for the purposes of furthering the education of their constituents.

✓ Balance and strengthen high quality arts instruction in schools and communities with the assistance of artists and arts organizations.

✓ Expand opportunities for lifelong arts learning, creative exploration and aesthetic growth.

✓ Improve creative and critical awareness and understanding.

✓ Build new and stronger alliances among the arts, business and education.

# Program Description

## *Funding - “Supported Projects”*

Funding of up to \$30,000 is available in various funding categories for program activity of up to one year. Funded activities may involve collaborations among artists, educators (arts and other disciplines), community arts resources, arts organizations with strong educational programming, arts organizations interested in developing strong educational programming, local businesses, parents, students and the general public.

This program support endeavors integrating the arts into education activities which take place outside of the general school curriculum. (So, when Arts and Learning activity takes place in the K through 12 school environment, then, it cannot be credit bearing and may not constitute ongoing instruction normally provided by certified educators.)

### **Funding is provided to proposals which include all of the following:**

- Involvement of project participants in the creative process through experiential, hands-on educational activities conducted by artists.
- Enhancement of traditional academic experience through the study of the arts.
- Creation of an awareness of the impact of the arts, arts history and cultural heritage in daily life.
- Collaboration between artists and educators in planning and implementing programs on a pilot basis.
- Fostering the study of the arts by stimulating increased arts participation, knowledge and appreciation.
- Providing direct financial support to high quality Michigan artists working in educational settings.
- Development and nurturing of artistic talent.

***NOTE: Generally, proposals suggesting onetime activities (i.e. performances, assemblies, etc.) without significant preparation or follow-up activities will not be funded in this program.***

## *Funding - “Match”*

All Council programs require that the applicant supply a level of “matching funds” or funds available to them through other sources

### **Matching Fund Summary**

Applicants may ..... Request up to \$30,000  
Grant request may not exceed 1/3 of a project’s total cost.

Applicants must ..... Make a 2 : 1 match  
Your cash match must be at least 50% of your request, the remainder of the matching requirements may be other cash, in-kind contributions, or a combination of the two.

State Funds may not ..... be used as matching funds

Applicants may not ..... use the same matching funds in more than one project

# Program Description

## *Funding - “Uses”*

There are specific costs related to projects the Council is able to fund and others they cannot.

Please refer to the following lists

### **Funding may be used for...**

- |  |   |
|--|---|
| \$ Salaries, wages, honoraria artist fees  | \$ Costs related to preparation and research of original manuscripts and limited edition publications by nonprofit organizations or individuals holding copyright |
| \$ Supplies, materials, catalog, posters, packaging, distribution and other marketing expenses | \$ Recording costs  |
| \$ Internships, artist residencies, commissions  | \$ Exhibits, readings, series, performances, classes, seminars, in-service activities, workshops  |
| \$ Arts-related industry development   |   |
| \$ Video, film development   |   |
| \$ Lectures, symposia, panels, public discussions  |   |
| \$ Planning, design, documentation, evaluation   |   |

### **Funding may not be used for...**

- |  |  |
|--|--|
| ✗ School teacher salaries or fees paid to teachers for in-service participation, release time or administrative costs. However, schools are encouraged to use staff development activities and funds for in-service to meet matching requirements for the program. | ✗ Entertainment or reception functions.  |
| ✗ Costs associated with start-up of a new organization.*   | ✗ Capital improvements such as: new construction, renovation, restoration, or permanent equipment items.*  |
| ✗ Costs incurred prior to grant starting date.*  | ✗ Publication, records, films of a commercial nature.*   |
| ✗ Fund raisers   | ✗ Food or beverages for hospitality, entertainment or reception functions.   |
| ✗ Projects that take place outside the state, foreign travel or out-of-state travel.   | ✗ Existing deficits, licensing fees, fines, contingencies, penalties, interest, or litigation costs.*  |
| ✗ Consultants who are members of applicant's board or staff.   | ✗ Internal programs at colleges and universities.  |
| ✗ Payments to students.  | ✗ College or university faculty exhibitions or performances.   |
| ✗ Projects that utilize funding from Council programs as matching funds or matching funds that are used for more than one grant.   | ✗ Commissioning of their faculty by colleges or universities.*   |
| ✗ Projects for which more than one Council grant is requested.   | ✗ Scholarly or academic research, tuition and activities, which generate academic credit or formal study toward an academic or professional degree.* |
| ✗ Regranting and sub-grants by applicant to other organizations for programming.   | ✗ Indirect costs (charges made by an organization to cover the management or handling of grant funds).*  |
| ✗ Purchase awards, cash prizes, scholarships, contributions or donations.*   |  |
| ✗ Operating costs not associated with the project.*  |  |

**\* Note - These activities may not be used to match grant monies.**

# Program Description

## *Funding - “Categories”*

Applicants may request funding in any one of seven funding categories for activities of up to one year.

**Each Arts and Learning project should be developed for consideration in one of seven funding categories:**

1. ***Arts and Humanities*** - provides funding for learning that relates the creation of art to other fields of human endeavor. These include, but are not exclusive to: art history, literature, cultural geography, and philosophy. Projects may take place in schools or communities. Arts and Humanities projects enable learners to develop a greater understanding through the study of a work of art, an arts movement, a cultural tradition or an aesthetic school of thought; and relate to the life, concerns, and interests of the community.

***Key to this funding is the collaboration of professional artists with humanities scholars to deliver the educational service.*** Activities could include, but are not exclusive to: performances or exhibits, that are coupled with lectures or symposia, residencies that explore specific subject matter or concerns. “Humanities scholars” need to be appropriate to the target audience participants.

2. ***Arts and Technology*** - provides funding for the support of learning that engages the creative process with the use or assistance of technology. Forms of technology that may be used include: audio tapes, video tapes, film, computer graphics, computer generated and manipulated sound, holography, animation, and their associated equipment. Applications should present a well-developed plan for learning including theme(s), subject matter and then provide a rationale for the use of a particular form of technology. Programs that display a direct relationship between the creative process and technology will receive the highest priority. ***Programs which use media primarily for documentation or to “artistically” enhance other curriculum areas, will not receive funding.***

Grant funds may be used for the purchase of equipment providing that its purchase, as opposed to its rental, is shown to be practical and necessary to the creative aspects of the activity. ***Grant funds used for equipment purchase cannot exceed 25 percent of the grant request.***

3. ***Cultural Exchange*** - provides funding for the support of learning that relates one or more cultural traditions, and their arts, histories and practices, to the constituents of other enclaves, cultures or communities. Applicants must first identify their own cultural demography; and then provide a rationale and expected outcomes for choosing and exploring other arts traditions. Funding through cultural exchange must include artists who are considered, by others as well as themselves, to be the authentic bearers of specific cultural traditions. ***Planned outcomes for the program must include an increased level of knowledge and understanding by the target audience of different arts or cultural traditions than that which is predominant in their own school or community.***

# Program Description

4. ***Arts Organization Education Initiatives*** - provides funding for educational programming delivered by community-based, professional arts and/or cultural producers or presenters (including museums). Applications should be made for educational activity which represents an extension of the organization's programming. These activities should serve to make resources and programming of the organization available to new constituencies.

**Activities should have a distinct educational focus, delivering the products of the organization within an instructional context.** Evidence of collaboration with community or school personnel should include joint planning of activities, cooperative preparation of the target audience, follow-up activities relating the arts product to the concerns and interests of the audience; hands-on arts instruction by high quality artists for at least some of the target audience, and collaborative evaluation and assessment of the programming. ***Mere performance or presentation of arts programming would be insufficient to merit funding. Schools, school districts, education and community service providers are not eligible under this category.***

Arts Organization Education Initiatives may take place entirely outside of the K-12 setting, such as advanced training opportunities or professional development for youth whose instructional needs go beyond that offered in their K-12 school. Nevertheless, in those cases where initiatives serve populations outside of their school environment, there must still be evidence of collaboration with the K-12 entity in the applicant's community, if in no other way than in planning and marketing. ***Eligibility exception: only Michigan, federally tax-exempt organizations whose primary purpose is the production or presentation of arts and culture may apply.***

5. ***Intergenerational Collaborations*** - provides funding for the support of learning to take place involving at least two distinctly different groups of people as defined by age. This can be done on the basis of strict chronology, or in a broader sense as it relates to their experiences and contrasting contemporary histories.

Examples of Intergenerational Collaborations include group apprenticeships in a particular art form or technique; a project in which students from different grade levels make distinct artistic contributions to the completion of a single product; learning activities which bring young people and old people together in a single artistic pursuit or activity; the sharing of new techniques or bodies of knowledge relating to an art form by a younger practitioner, or conversely, the mentorship of a younger learner or group of learners, by a seasoned veteran in a particular artistic discipline or school of practice.



# Program Description

6. ***Professional Development*** - provides funding for learning that empowers professional Pre-K through 12 educators to integrate and include the arts in their teaching practices. Priority will be given to those projects which engage professional artists in assisting with the continuing education and training of professional Pre-K through 12 educators – including Pre through K licensed care providers, K through 6 elementary general classroom teachers, arts specialists, and non-arts specialists, education administrators or other school personnel. Professional development activities in which learning is facilitated by master teachers, “trainers of trainers”, professional educators, qualified arts therapists and educational theorists will receive strong consideration, but not without the involvement of professional artists as clinicians, whose expertise and track record are based primarily in the practice of their art form.

Grant funds can only be used to cover the expenses related to the services delivered, for example, clinician fees, artists’ fees, speakers, travel, arts materials, educational materials including books and reference resources used in the specific Professional Development activity being considered. ***Grant funds cannot be used to pay teachers and others receiving the services, however, stipends for teachers paid for with funds from other local, state or federal sources can be used to meet cash match requirements.***

Proposed artists for Professional Development must display by their documentation, the dual credentials of both outstanding artistic quality in their work and a displayed ability or potential to relate to professional educators at an instructional level.

7. ***Under Served Communities*** - provides funding for the support of learning to take place in recognizably under served areas and communities reaching populations that have had difficulty acquiring access to learning through the arts. Particular among these areas and communities are populations in urban settings, or rural populations, or populations which include, but are not exclusive to, confined audiences, citizens with disabilities, senior citizens, among others.

Learning in this category may consist of the “import” of arts and cultural activities which are not currently available in the service area. On the other hand, learning can also center around the preservation of arts and culture that are indigenous to the service area and its population(s). In either case, a rationale must be established for the proposed activity and expected outcomes. ***Involvement of representatives of the target audience in planning is key to success in this funding category.***

***Eligibility for this component can be established by either implementing a project in one of the underserved areas listed on page 24 or by making a case that the target audience/ participants could be considered underserved based on the statements above.***

# Grantee Requirements

Grantees must confirm project / program implementation plans and if requested, revised budget based upon the actual grant award.

Grantees must sign a contract detailing terms for the use of Council funds.

Grantees who are local governmental units are subject to the requirements of the government-wide common rule, “Uniform Administrative requirements for Grants & Cooperative Agreements to State and Local Governments.” Nonprofit organizations, inclusive of colleges and universities, are subject to the requirements of OMB Circular A-110, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations.”

OMB Circular A-133, “Audit of States, Local Governments and Nonprofit Organizations”, includes specific guidance for conducting financial and compliance audits. The threshold for requiring an audit is \$300,000 in *yearly expenditures* of Federal awards. This amount is the aggregate of funds from all Federal sources.

Grantees are required to assure the Council that they intend to comply with Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990 (ADA); the Age Discrimination Act of 1975; and title IX of the Education Amendments 1972, where applicable. Title VI prohibits discrimination on the grounds of race, color or national origin; Section 504 prohibits discrimination on the basis of disability; ADA prohibits discrimination on the basis of disability; the Age Discrimination act prohibits discrimination on the basis of age; and Title IX prohibits discrimination on the basis of sex.

Applicants are required to demonstrate compliance by implementing requirements outlined in Michigan Executive Order 79-4 “Equal Opportunity Standards in State and Federal Contracts”.

Grantees must assure the Council that professional performers and related or supporting personnel employed on projects funded by the Council shall not receive less than the prevailing minimum compensation as determined by the Secretary of Labor. Labor standards set out in Part 505 (29CFR) “Labor Standards on Projects or Productions Assisted by Grants from the National

Endowment for the Arts.” In addition, grantees must assure the Council that no part of projects funded by the Council will be performed or engaged in under working conditions which are unsanitary or hazardous or dangerous to the health and safety of employees engaged in such projects.

Grantees should use cost accounting principles which comply with requirements as set forth in Federal OMB Circular A-122, “Cost Principles for Nonprofit Organizations,” A-87 for Local governments, or A-21 for Educational Institutions.

Consistent with Public Law 101-512, when purchasing equipment and products under a Council grant, grantees are encouraged to purchase American-made equipment and products.

Grantees are required to execute projects and/or productions in accordance with the requirements of National Endowment for the Arts regulations implementing Executive Order 12549, “Debarment and Suspension,” certifying that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department of agency.

Grantees are prohibited from conducting general political lobbying, as defined in relevant statutes, regulations and OMB circular within a Council funded project.

Travel outside the United States, its territories, Mexico, and Canada not identified in the grant application must be specifically approved in writing by the Council before travel is undertaken. Such travel, if approved, must comply with applicable state and federal regulations.

Council support must be credited and included in all publicity and in all media materials used in the activity. Materials submitted with applications will not be returned. Some submitted materials may be used by MCACA as promotional tools. Grantees must submit, in a Council supplied format, a final report. The final report must include a written financial statement, program assessment and publicity materials from the activity ( i.e. publication materials, photographs and news stories). Selected grantees may also be required to submit interim or quarterly reports.

# Grantee Requirements

## *Accessibility*

MCACA strives to make the arts accessible to all people and this is a priority of its funding programs. Funded organizations/schools agree to make every attempt to ensure that programs are accessible to persons with disabilities. According to state and federal law, every publicly funded organization must place itself in the position of being able to provide accommodations when persons with disabilities make requests for services. Accessibility involves both the location AND the content of the program. Thinking about accessibility issues early in the planning process of the project is key to ensuring that persons with disabilities will be able to participate in the program.

## *Waiver Requests*

Organizations which seek a waiver of any portion of the general or the specific program guidelines, must do so in writing by **April 16, 2003**. Waivers are a highly unusual occurrence and should be fully discussed with MCACA staff. Requests for waivers will be reviewed and acted upon by the Council's Executive and Budget Committee. This action may not be completed prior to the deadline. Applications submitted pending action by the Executive and Budget Committee on a waiver request will be processed pending action. If the waiver is not provided, application review will be terminated.

## *Application Fee*

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Applicants are required to pay an application fee for each submitted application. The check should:

- ◆ Be made out to the State of Michigan
- ◆ Be stapled to the cover page of the application form
- ◆ Be placed inside envelope # 1 "Originals"

Applicants must provide a non-refundable fee of \$100 or one percent (1%) of the grant request whichever is LESS. This fee is subject to change by action of the Michigan Legislature. Change in this fee could happen after the submission of your grant application.

Requests of \$10,000 or more need only submit \$100 as the application fee. Requests less than \$10,000 should submit an application fee equal to one percent of the requested grant amount. For example, one percent of \$5,000 is \$50.

The check must be submitted with the application in order for your application to be processed. Applications submitted without the application fee will not be reviewed or considered for funding.

# Review & Evaluation

The review of grant applications is done on three levels: the staff level, the peer panel review level, and the Council level.

## *Council Staff*

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- Assigns an application number and sends notification of application receipt (if you do not receive notification within three weeks of the application deadline date, contact Council staff)
- Assigns the application to an ad hoc review panel, which includes a primary and a secondary application reviewer responsible for in depth application evaluation
- Issues notification of scheduled ad hoc review committee meetings
- Convenes ad hoc review meetings
- Documents and verifies ad hoc review panel findings
- Prepares ad hoc review panel recommendations for Council consideration

## *Ad Hoc Review Panels*

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All applications are reviewed and evaluated by arts education, cultural and business professional in ad hoc advisory review panel meetings.

Only materials submitted with the application by the deadline, will be considered by the panel.

The meetings are open to the public. Applicants may attend, but in most cases, cannot participate in committee discussions. Applicant attendance is encouraged, but is not mandatory.

The Ad Hoc Advisory Review panel will score applications based on the individual program criteria.

## *The Council*

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The Michigan Council for Arts and Cultural Affairs is made up of 15 members who are appointed by the Governor. Final funding determinations are made by the Council. Council committees review tentative funding recommendations, based on the scores and recommendations provided by the ad hoc review panels. The committees consider Council priorities and make recommendations to the Council.

The Council reviews funding recommendations, and approves the final funding plan. They base their decisions on recommendations of the ad hoc review panel, committee comments, equitable geographic, demographic, and discipline based distribution, duplication of services and availability of funds.

The Council also takes into consideration the mission, programs and services of the applicant in the context

of similar organizations serving the same geographic area or client base. When more than one organization requests funding for similar activities in the same area or region, the Council may elect to fund only one organization.

Normally, funding awards are determined by Council at its annual funding meeting. All review information is confidential prior to final determination by the Council. Legislators are notified of grants awarded in their districts.

The Governor formally announces Council grant awards. Notices of awards and contracting materials or funding denials are subsequently mailed to applicants.

# Review Criteria

## Review Criteria

Each application is scored based on specific “review criteria” representing four areas of general concern. The questions posed within these four groups are used by peer reviewers as the primary tool to evaluate your proposal. Each peer reviewer will determine if the questions posed within the review criteria have been adequately answered by your grant proposal and score your application accordingly. Although it is not necessary to answer each individual question posed within the four sets of review criteria, your proposal must address each of the four review criteria areas. ***Applications to the Arts & Learning Program will be reviewed according to the following criteria. Each criteria carries a specific point value which is used to score the application.***

### Artistic Merit

Has the artist(s) achieved high artistic standards in work ?

**45 points**

Is there evidence of artistic repertoire; critical reviews; and awards (when appropriate); and is there documentation and other materials submitted with the application ?

Is there evidence of ability or potential to work in educational settings ?

Does the artist(s) show continued commitment to their art form ?

Is there evidence that the skills and experience of the artist are relevant to the concerns and parameters of the Arts and Learning funding category in which the application is being made?

### Planning and Evaluation

Are there clearly stated and achievable goals for the project ?

Are objectives clearly stated and measurable, and do they relate to the stated need for the project?

Is there a stated rationale for the project that relates to, and addresses the concerns of, one of the seven funding categories?

Does the project have satisfactory space for hands-on and other educational activities ?

Is there suitable involvement of the artist and other technical resources used in the planning process?

Is the planning process inclusive of an active collaboration between the applicant and other key citizens and organizations in the community?

To what extent have minorities and/or people with disabilities been involved in the planning process ?

Are expected outcomes of the project delineated ?

Are evaluation techniques appropriate to measure accomplishment of the identified goal(s) and objectives ?

**20 points**

### Implementation

Are there clearly stated parameters of activity(ies) including

when, where, how and for how long the activity(ies) will take place ?

Is there capable management of the project with relevant expertise and experience and involvement of minorities and persons with disabilities in implementing the activities ?

Is there a clearly identified project audience ?

Is there evidence of collaboration between the applicant and other organizations in the community ?

Are there program promotion methods which are appropriate for the activity and for the intended audience ?

Is the time table or schedule of activities feasible?

Is there proper scheduling of artist(s) and efficient use of artist skills ?

Will activities conducted by artist(s) contribute to making the arts and their study basic to education in the school or the community ?

Is there evidence in the narrative or support materials, of a track record that demonstrates an ability to carry out activities of high artistic quality ?

**25 points**

### Budget and Financial Integrity

Is the budget adequate ?

Are the salaries or fees for artistic staff appropriate ?

Is there satisfactory explanations of budget items in the itemization ?

Is the budget appropriate to the funding category ?

To what extent does the project provide significant direct and indirect financial support to qualified artists ?

Is there a diversity of sources for matching funds, both cash and in-kind ?

Are there revenue sources which reflect collaboration with, and promotion in, the community ?

**10 points**

# Proposal Narrative Instructions

*Respond to the narrative items below, in the order in which they appear. Title and number each item, 1 through 8. The project narrative is vitally important to the peer panel reviewers. The narrative will explain to them the whos, whats, wheres, whys and whens etc..*

## **Submit Proposal Narrative as Attachment #1.**

Narrative must be typed single spaced, on 8½" x 11" sheets of white paper one-sided only. Do not use point type size smaller than 12 pitch (elite) or 12 point, be sure to leave a minimum margin of 1" on all sides. **Failure to adhere to formatting criteria may result in a loss of points.**

Submit no more than 6 narrative sheets and label as Attachment #1 - Proposal Narrative. Collate and number each page in the upper right corner. Be sure to include the name of the organization and narrative question on each page.

Narratives should be written so they can be easily understood by someone not familiar with your organization or geographic location. Please be concise and to the point.

Proposal narratives must respond to the specific criteria for each narrative item. Provide a detailed description of the specific activities for which funding is requested (who, what, when, where, why, and how). Narrative should address the total scope of activities for which funding is requested.

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**NOTE:** *Since Michigan nonprofit, tax exempt corporations, schools and school districts are all eligible to apply under most, but not all, funding categories of the Arts & Learning program, the word "organization" is used below to refer to all potential applicants. Please note any eligibility exceptions within specific funding categories (pages 7-9).*

### **1. Program Narrative Summary**

Provide a detailed description of the specific activities for which funding is requested (who, what, when, where, why, and how). Include the organization's mission statement.

### **2. Environment**

Provide a comprehensive description of your community. Include information that would serve to identify your community economically, geographically and culturally. Be sure to include in this section the rationale for selecting one of the seven funding categories (pages 7-9). Explain how the particular funding category you have chosen is relevant to the needs of your community, school or organization. Be sure to include documentation that supports the quality of services and activities provided.

### **3. Goal and Objectives**

Provide a concise goal(s) for your project. List the measurable objectives you wish to achieve. Be sure to relate the goal to the concerns of your choose funding category.

### **4. Planning**

Describe your planning process. Include the names of organizations, knowledgeable persons, artists and other personnel who participated in the planning process. Include a statement regarding the need for the project and how the need was determined.

Describe promotional methods to be used in support of this project and how they will assist you in reaching your target participants.

### **5. Evaluation**

Identify the means and process(es) which you will use to evaluate your project. Include the methods used to establish standards for evaluation, methods for ongoing monitoring of progress, structure and methods used for evaluation at the end of the granting year.

# Narrative Instructions

## 6. Participants

Identify the artist(s) working with you and their expertise. Describe your vision of the artist's role in the learning process for your programming and how it relates to the funding category. Discuss the artist's experience and/or ability to work in an educational setting. Also discuss the artist's involvement in planning and implementing the project. Be sure to include a current resume, samples of work and the artist statement in your documentation.

Describe how the project will be managed and who will be responsible for the various aspects of coordination. Include the resume or bio of the project director or contact person. This should be the person providing ongoing leadership for the planned activity. Also list the key administrative and educational personnel and briefly describe their duties and responsibilities.

Clearly identify the project's target audience (learners). Also indicate the involvement, on any level, of racial or ethnic minorities and disabled citizens in the planning and/or planned activities. If racial or ethnic minorities or disabled citizens are not involved, describe any efforts to encourage their participation.

## 7. Activities

Describe the various activities that have been planned. Provide a schedule of these activities. Include key events, dates, and sites. Activities may include, but are not limited to, workshops, individual and group projects, mentorships, field trips, teacher in-service, performances, individual consultations, etc.. Specify the duration of the activities, the projected size of the groups of learners, and the exact activity. Describe the facilities which are to be utilized and how they are appropriate to the learning activity. Be sure that it is clear how the planned activities are relevant to the funding category.

## 8. Outcomes

Identify your expected outcomes from the planning and implementation of your learning activities. Explain how they relate to future plans for educational programming. Demonstrate how the proposed activities contribute to making the arts basic in the schools or your community.

### Note:

**Remember, the attachments outlined on pages 20-22 of the application instructions, relate in various ways to the review criteria. Please complete the checklist (section 7) of the grant application to ensure all the attachments have been included.**

### EXAMPLES:

*Attachment #3 - Organization History*

*Attachment #4 - Proof of tax exemption status.*

*Attachment #6 - Board List*

*Attachment #7 - Resume of Project Director.*

*Attachment #8 - Letters of Support*

*Attachment #10 - Resume or Bio of Key Artist(s).*

*Attachment #9 - Resume of Key Decision Makers.*

*Attachment #11 - Artist Statement Documentation*

# Application Instructions

Applications must be typed. Before preparing your application, read the guidelines. The Guidelines provide important information about types of projects the Council will fund and the criteria by which your application will be reviewed. Be sure that your application addresses these issues.

The codes requested in the application may be found in the Codes/Definitions (pages 24-32) section of this booklet.

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## Section 1 Cover Page

The cover page provides a receipt record for Council use, serves as notification to you of receipt of your application, and provides the summary of the project for Council members.

### Project Summary

Provide a clear and concise project summary. Describe what will be accomplished by this project. Include a project synopsis with timeline, number and types of activities for which MCACA funding is requested. Limit your response to the space provided. If the project is funded, this will be the basis for your grant contract language.

Separate applications must be completed for each grant request. The grant application may be duplicated.

## Section 2 Applicant Information

Name, address and telephone number

Enter the legal name, other commonly used names, official mailing address, telephone number and office hours of the organization. Use exact spellings. Do not use abbreviations unless part of the official name. Correspondence will be sent to this address, including notification of receipt of your application.

### Authorized Official

Enter the name and title of the person who is authorized to sign official papers. This person cannot be the same as the project director.

### Board Chairperson

Enter the name, title and address of the individual who bears ultimate authority and responsibility on behalf of the applicant organization.

### County Code

Refer to County Codes (page 24) in this booklet. Enter the name and 2-digit code for the county in which the applicant organization's main office is located.

### Federal Identification Number

Enter the applicant organization's 9 digit Federal Identification Number. This number (also known as Federal Employer Identification) is recorded on 990 Tax Returns and on W-2 forms.

## Helpful Hints....

When filling out your application don't forget to speak to the specific criteria the peer review panel will use judge your application. Clearly explain the public benefit of your project. Remember, Good planning makes successful projects.



# Application Instructions

## **Status Code**

Refer to Status Codes in this booklet (page 25). Enter the 2-digit code which indicates the applicant organization's legal status. If it is a nonprofit organization, add the letter which describes it.

## **Institution Code**

Refer to Institution Codes in this booklet (pages 26-28). Enter a code to identify the applicant organization.

## **Legislators**

Identify your U.S. Representative to Congress, state senator and state representative and their districts. This information may be obtained through your local library or county clerk's office.

## Helpful Hints....

Provide relevant and concise information in the resumes and bios of key project personnel. Check for typos and double check the accuracy of all mathematical calculations.

## **Applicant's Primary Code**

See Discipline Codes in this booklet (pages 28-29) and enter the code which best describes the applicant organization's primary area of work.

## **Grantee Race Code**

Refer to Grantee Race Code in this booklet (page 29). Enter the ONE code that best represents 50 percent or more based on code description for the applicant organization.

## **Section 3 Project Information**

### **Project Director (contact person)**

This is the person to whom questions concerning this application will be addressed. Include address and phone number(s). This person cannot be the same as the authorizing official.

## **Activity/Project Title**

### **Start date/end date**

Enter the dates of your project. These dates must be within the grant period of October 1, 2003 through September 30, 2004.

## **Project's Primary Discipline Code**

Refer to Discipline Codes in this booklet (pages 28-29) and enter the code which best describes the primary discipline of your project.

## **Project Race/Ethnicity Code**

Refer to the Project Race/Ethnicity Codes in this booklet (pages 30). Enter a code to reflect grant activities.

If project activities are of a technical assistance or service nature, use the discipline which will benefit from the project. For example, accounting workshops for dance company managers should be coded 01 Dance. A training conference for performing arts presenter trustees should be coded 14 Multi disciplinary.

# Application Instructions

## **Type of Activity Code**

See Activity Codes in this booklet (pages 30) and enter the code which best describes what you plan to do in your project.

## **Arts Education Code**

For applications to the Arts and Learning program only, this code must be 01.

## **Project Descriptors**

Refer to the Project Descriptors in this booklet (page 30) that comprise a significant portion (50 percent or more) of the grant's resources activities. Select and enter all that apply. If none apply, or if the descriptors below apply to a small or indeterminate portion of your funding/activities, enter -1.

## **Project County Code**

Refer to the County Codes in this booklet (pages 24) to describe the location of the project. The applicant organization's location and the project location may differ. Enter all county codes that apply. Region codes are no longer valid.

## **Section 4**

### **Summary Information**

The information provided in Sections 4a and 4b will be reported to the public, in compliance with the Michigan Council for Arts and Cultural Affairs' research and communication plans. The information should represent your projections and estimates for the entire grant period. Awardees will have an opportunity to amend the projections and estimates during the grant contracting process, and will be required to provide actual participant numbers in the final grant report.

### **Section 4a**

#### **Budget Summary**

Complete Section 6, Projected Budget before completing the budget summary.

### **Section 4b**

#### **Project Participation Summary**

#### **Michigan Artists Participating**

Enter the number of Michigan artists involved in this project as providers of art, artistic or cultural services.

#### **Amount Paid to Michigan Artists**

Enter the amount paid to Michigan artists involved in this project as providers of art or artistic or cultural services.

## Helpful Hints....

Clearly explain the roles, duties, responsibilities and contributions of all project partners and collaborators.

# Application Instructions

## **Artists Participating**

Enter the total number of artists involved in this project as providers of art, artistic or cultural services (this total number should include Michigan artists).

## **Amount Paid to Artists**

Enter the total amount to be paid to artists involved in this project as providers of art, artistic or cultural services (this total should include the amount paid to Michigan artists).

## Helpful Hints....

Take the time to develop a strong proposal. As necessary, seek MCACA staff assistance prior to the application deadline. Remember, prior MCACA funding does not ensure continued support.

## **Individuals Benefitting (NOTE: NEW DEFINITION)**

Count direct project participants, service providers and any staff, board members or other partners directly involved with the project. Do not use the total number of individuals served by all programs of the organization receiving the grant award. Figures should encompass only those individuals directly affected by or involved in the funded activity, and should include the totals from the Artists Participating and Youth Benefitting fields. Include actual audience numbers based on paid/free admissions or seats filled. Avoid inflated numbers, and do not double-count repeat attendees.

## **Youth Benefitting**

Enter the total number of children and youth (including students, participants, and audience members) who will directly benefit from the project. This figure should reflect a portion of the total number reported in Individuals Benefitting.

## **New Hires and Employees**

Enter the number of individuals who will be hired and employed by the applicant organization, during the grant period, to implement the project.

## **Section 4c**

### **ADA Information**

Please circle the appropriate response. Unless the question states otherwise, the information you provide on ADA compliance should be project specific.

# Application Instructions

## Section 5

### Projected Budget

Complete the budget paying attention to the instructions on the application form as well as the budget definitions.

A detailed itemization must be provided as Attachment #2. See instructions for a budget itemization. The budget itemization must follow the same format as the sample itemization in this booklet (pages 34-35) and include all sub-totals and totals.

### Revenue

Include all earned and unearned revenue for this project. Provide an explanation of revenue sources in the detailed budget itemization. Copy in-kind expenses total from line 33 to line 18.

### Expenses

Include all expenses for this project. List cash expenses under cash column. List the dollar value of all donated programming space, goods and/or service hours under in-kind. All expenses must be fully explained in the budget itemization. Generally, Council funds cannot be used for capital expenses, therefore, revenue to cover these expense items should be clearly identified and completely explained in the revenue breakdown portion of your budget itemization.

Add line 4 and line 13. Enter the total of these two lines on line 20, cash match.

After completing the project budget, Section 5, transfer requested information to Budget summary (section 4a).

## Section 6

### Assurances

Please review carefully. Provide the signature of the authorized official, or board designee; include the meeting and signing dates.

## Helpful Hints....

The application narrative should be easily understood by readers who may not be familiar with your organization. Remember, not everyone knows your past accomplishments, your target audience and participants, or your service area.

# Application Instructions

## Section 7 Attachments

**Attachment #1, Narrative** - See pages 12-13

### Attachment #2 Budget Itemization

Each revenue and expense budget figure from Section 5, projected budget, must be itemized, including all payments to artists and in-kind. Indicate the source (for revenue amount) and use (for an expense amount) for each figure in the itemization. The itemization of all artists payments should identify artists or groups who will be paid by name, and the fee for each (the fee for a group of artists along with the type and number of artists to be paid may be substituted for the surnames of the artists' names). The itemization must be accurate and balance with the projected budget in section 5. **You MUST indicate if amounts listed on line 1 through 14 are pending or confirmed by placing a "p" or "c", next to the dollar amount.**

## Helpful Hints....

You should consider your budget another opportunity to state your case for funding. Use your budget to support your project narrative. Make sure that the numbers in the budget match the numbers in your narrative.

### Attachment #3 Organizational History

**(Non-school applicants ONLY!)**

In not more than one page, please provide a brief description of the applicant organization including history and activities. Be sure to include the organization's mission statement.

### Attachment #4 Proof of Tax Exemption Status

Provide proof of tax exempt status. A 501(c)(3) and other tax exempt organizations should submit a copy of their IRS tax determination letter. The following items will not be accepted as proof of tax exempt status: proof of Michigan nonprofit incorporation, articles of incorporation, bylaws, proof of sales tax exemption.

Agencies of government and public schools, school districts, intermediate school districts, colleges and universities are exempt from this requirement.

### Attachment #5 Project Self Assessment

Complete the Project Assessment form located in the back of the guidelines, immediately after the application form. Be sure to complete all the sections thoroughly. **If funded, organizations will be asked to use this document to evaluate the project's overall success/impact as part of the final reporting requirements.** Selected funded projects may also be required to hire an outside evaluator as part of this assessment process.

### Attachment #6 List of Governing Board Members

Provide a roster of your governing board, including names, addresses, telephone numbers, professions or areas of expertise.

### Attachment #7 Project Director's Resume or Bio

Provide the resume or bio of the project director.

### Attachment #8 Letters of Support

Provide a minimum of three letters of support. Letters of support should be current, reinforce the worth of project activities and come from the community/constituents served. Provide letters of support from key members of the collaboration/partnership to indicate the degree of their involvement and their commitment to the project. Letters of support from elected officials do not necessarily indicate general community support.

# Application Instructions

## **Attachment #9 Resume(s) or Bio(s) of Key Decision Makers**

Provide the resumes or bios of the key project decision makes, jurors, panelists, etc.

## **Attachment #10 Resume(s) or Bio (s) of A Key Artist(s)**

Provide the resumes or bios for each artist who has been identified in the project narrative.

## **Attachment #11 Informational Attachment**

The Michigan Council for Arts and Cultural Affairs is asking organizations to provide information in the form of an attachment, in order to better judge the current arts and cultural environment in Michigan. The information organizations provide in following attachment **will not impact positively or negatively on scores or funding.**

The Council is interested in the efforts of arts and cultural organizations to: enhance after school programs, strengthen communities and impact economic development. Does your organization have programs in place, or are you planning programs, that address these issues? **Are there any specific suggestions you would like to make for services or resources the Council might support you in these efforts?**

## **Attachment #12 Documentation**

Provide documentation as specified in the program guidelines.

Provide a concise but representative sample of materials (promotional materials, pamphlets, brochures, annual reports, programs, season brochure, catalogues, newsletters, etc.), to acquaint panelists with your organization and its programs.

Each item should be labeled and numbered in the right, top corner.

Optional support materials may not exceed the following:

1. Three (3) copies of not more than five (5), one-page items (press release, critical review, etc.)
2. Three (3) copies of not more than one (1), multi-page item (newsletter, pamphlet, annual report, etc.)

No “oversized” (larger than 9"x12") items may be submitted.

## **Attachments/Checklist**

The Attachments/Checklist must be submitted with your application.

## Helpful Hints....

Provide detailed explanations for all budget items, cash and in-kind

# Application Instructions

## Mailing Instructions

Applications are due by May 1, 2003 for projects beginning on or after October 1 of the same year.

Applications must be postmarked by the **U.S. Post Office** or **dated by a commercial carrier** on or before the application deadline. Hand delivered applications must be dated and documented received by Council staff on or before the application deadline. Late or significantly incomplete applications will not be accepted or reviewed.

Applications will be evaluated by review panels as submitted. Metered mail will not be accepted as proof of meeting deadlines.

Faxed applications are unacceptable.

Applications must be typed or word processed.

The original and three copies (total of four) of completed Council forms and required attachments must be collated and placed in its own envelope. Each envelope should be labeled with the organization's name and identified according to the checklist

Three copies of documentation requested in specific program or component guidelines should be submitted in separate envelopes labeled with the organizations' name and identified according to the checklist.

The seven envelopes (four applications with attachments, and three documentation envelopes) are to be submitted in a single package.

## Helpful Hints....

Before mailing, make certain your application package is complete. You will not be notified of application deficiencies. No additional information may be submitted after the May 1st deadline.

It is the applicant's responsibility to ensure that application sets are collated and assembled properly. Individual envelopes will not be opened and will be forwarded to reviewers as submitted. Envelopes will not be checked by staff prior to distribution. Check individual program information for any special instructions.

The Council is not responsible for loss or damage of application materials. The Michigan Council for Arts and Cultural Affairs reserves the right to retain a copy of application materials for archival purposes and its permanent record.

All application materials are public records. Keep a complete copy of your application for your file.

Applications should be sent to the following address:

**Grant Application  
ATTN. Arts & Learning  
Michigan Council for Arts and Cultural Affairs  
P.O. Box 30706  
Lansing, MI 48909-8206**

# Application Codes & Definitions

## Underserved Community/Areas Definitions

It is the Council's long-term goal to make quality arts and cultural programs and services to all 83 counties in the State of Michigan.

### Underserved Community

An underserved community is defined as one in which people lack access to arts programs, services, or resources due to geography, economic conditions, cultural background, sociopolitical circumstances, disability, age, or other demonstrable factors. The term "community" can refer to a group of people with common heritage or characteristics, whether or not living in the same place.

### Underserved areas

"Underserved areas" are identified and defined by the Council as the counties listed below:

Alcona	Cass	Kalkaska	Menominee	Roscommon
Alger	Clare	Keweenaw	Missaukee	Schoolcraft
Allegan	Crawford	Lake	Montcalm	Shiawassee
Antrim	Eaton	Lapeer	Montmorency	Van Buren
Arenac	Gladwin	Livingston	Monroe	Wexford
Baraga	Gratiot	Luce	Oceana	
Barry	Hillsdale	Mackinaw	Ogemaw	
Bay	Ionia	Manistee	Osceola	
Benzie	Iosco	Mason	Otsego	
Branch	Iron	Mescota	Presque Isle	

### County Codes

01 Alcona	18 Clare	35 Iosco	52 Marquette	69 Otsego
02 Alger	19 Clinton	36 Iron	53 Mason	70 Ottawa
03 Allegan	20 Crawford	37 Isabella	54 Mecosta	71 Presque Isle
04 Alpena	21 Delta	38 Jackson	55 Menominee	72 Roscommon
05 Antrim	22 Dickinson	39 Kalamazoo	56 Midland	73 Saginaw
06 Arenac	23 Eaton	40 Kalkaska	57 Missaukee	74 Sanilac
07 Baraga	24 Emmet	41 Kent	58 Monroe	75 Schoolcraft
08 Barry	25 Genesee	42 Keweenaw	59 Montcalm	76 Shiawassee
09 Bay	26 Gladwin	43 Lake	60 Montmorency	77 St Clair
10 Benzie	27 Gogebic	44 Lapeer	61 Muskegon	78 St Joseph
11 Berrien	28 Grand Traverse	45 Leelanau	62 Newaygo	79 Tuscola
12 Branch	29 Gratiot	46 Lenawee	63 Oakland	80 Van Buren
13 Calhoun	30 Hillsdale	47 Livingston	64 Oceana	81 Washtenaw
14 Cass	31 Houghton	48 Luce	65 Ogemaw	82 Wayne
15 Charlevoix	32 Huron	49 Mackinac	66 Ontonagon	83 Wexford
16 Cheboygan	33 Ingham	50 Macomb	67 Osceola	99 State wide
17 Chippewa	34 Ionia	51 Manistee	68 Oscoda	(use for project activity only)



# Application Codes

## Status Codes

*Describes Legal Status*

02 Organization - Nonprofit no part of the income or assets inure to the benefit of any director, officer, or employee except as salary or reasonable compensation for services and travel expenses.	03	Organization - Profit income or assets do inure to the benefit of directors, officers, employees, or stockholders.
A. - <b>A unincorporated association formed for nonprofit purpose:</b> a church committee, a group operating under an "assumed name," a new group of community volunteers, etc.	04	Government - Federal to be used when the mail recipient is a unit of or individual associated with the federal government.
B. - <b>A nonprofit or not-for-profit corporation:</b> some community arts councils, an advocacy organization, a group formed for a specific, usually temporary purpose (community festival, a private foundation (501(c)4), etc.	05	Government - State to be used when the mail recipient is a unit of or individual associated with the state government.
C. - <b>A resident tax exempt (501(c)3) organization:</b> a private school, an arts organization, a private university, a charitable trust, a fundraising/granting organization, a public foundation, a "United Fund," a community service organization, a church, an alumni association, etc.	06	Government - Regional to be used when the mail recipient is a unit of or individual associated a sub-state regional government.
D. - <b>A tax exempt organization other than (501(c)3) or one which is a Segment of a larger tax-exempt organization:</b> a state chapter of a national tax-exempt organization, a local branch of a state-wide service organization, a congregation of a (national) religious denomination, a (national) fraternal service organization, a labor union or "local," etc.	07	Government - County to be used when the mail recipient is a unit of or individual associated with a county government.
	08	Government - Municipal to be used when the mail recipient is a unit of or individual associated with a municipal government.
	09	Government - Tribal to be used when the mail recipients are governing authorities of tribes, bands, reservations, or sovereign nations of American Indians/Alaska Natives.
	09	None of the above - To designate an entry which cannot be coded.

# Application Codes

## Institution Codes

*Describes Institution Type*

03	Performing group of artists who perform works of art (an orchestra, theater, dance group)	12	Independent Press - a non-commercial publisher or printing press which issues small editions of literary and other works.
04	Performing Group , College/University - a group of college or university students who perform works of art.	13	Literary Magazine - a non-commercial, numbered, serial publication devoted to contemporary poetry, fiction, drama, or literary criticism.
05	Performing Group Community - a group of persons which performs works of art avocationally and which may be, but is not necessarily, directed by professionals.	14	Fair Festival - a seasonal program of arts events.
06	Performing Group for Youth - a group which may, but not necessarily, include children who perform works of art for young audiences.	15	Arts Center - a multipurpose facility for arts programming of various types.
07	Performance Facility - a building or space used for presenting concerts, drama, presentations, etc.	16	Arts Council/Agency - an organization whose primary purpose is to stimulate and promote the arts and increase access for the public through services, programs and/or funding within a specific geographic area. (e.g., county, state, local.)
08	Museum of Art - an organization essentially educational, or aesthetic in purpose, with professional staff, which owns or utilizes works of art, cares for them, and exhibits them to the public in some regular schedule.	17	Arts Service Organization - an organization which does not, as its central function, produce or present the arts, but which provides services that assist or promote artists and/or arts organizations (e.g., statewide assemblies, NASAA, Opera American Arts Education Alliances, etc.). Not to include presenters or producers of the arts or regional arts organization.
09	Museum /Other - an organization essentially educational or aesthetic in purpose, with professional staff, which own or utilizes tangible objects, cares for them and exhibits them to the public in some regular schedule. (e.g., non-arts organizations such as historical, agricultural, scientific, industrial and anthropological museums, zoos, aquariums and arboretums.)	18	Union/Professional Association - include artists coalitions, professional associations (such as the American Association of University Professors), and all artists' clubs, guilds, and societies.
10	Gallery/Exhibition Space-an organization or space which primarily exhibits works of art from collections other than its own and may be involved in selling those works.	19	School District - a geographic unit within a state comprised of member schools within that area as defined by the state government.
11	Cinema - a motion picture theater organization which regularly shows films.		

# Application Codes

20	School Parent/Teacher Association - an organization composed of school parents who work with local school teachers and administrators	31	Corporation/Business - a legal entity engaged in business or authorized to act with the same rights and liabilities as a person.
21	School, Elementary - also called a grammar school.	32	Community Service Organization - a non-arts organization designed to improve the lives of its membership and larger community through volunteerism and other services. Examples include youth centers, chambers of commerce, YMCAs, Elks, Clubs, the Salvation Army, Junior League, etc.
22	School, Middle - also called a junior high school.	33	Correctional Institution - a prison, penitentiary, reformatory, etc.
23	School, Secondary - also called a senior high school.	34	Health Care Facility - hospital, nursing home, clinic, etc.
24	School, Vocational/Technical trade school - School for secretarial, business, computer training, etc.	35	Religious Organization - church, synagogue, etc.
25	School, Other - such as one offering lessons and courses in karate, ballet, scuba diving, flower arranging, cooking, guitar, etc.	36	Seniors' Center - a facility or organization offering programs, care or services for people 65 and over.
26	College/University - include state-supported colleges and universities, privately-supported colleges and universities, junior colleges and community colleges.	37	Parks and Recreation - usually a municipal agency which provides a wide variety of services for the population. In addition to administration of park facilities, services may include planned activities such as concerts, plays and participatory activities. (e.g. ceramics, macrame and other crafts.)
27	Library	38	Government, Executive - the administrative branch of the government, federal, state, county, local or tribal. Include grants to municipalities.
28	Historical Society/Commission - a historical "society" is an organization dedicated to the study and preservation of the history of a town or region, usually owning a collection of documents and/or artifacts and frequently based in a historic building; a historical "commission" is an arm of local government, usually volunteer, charged with the survey of historic buildings in a town or region.	39	Government /Judicial - judges and courts of law.
29	Humanities Council/Agency - an organization whose primary purpose is to stimulate and promote the humanities through services, programs, and/or funding, within a specific geographic area. (e.g., county, state, local.)	40	Government - Legislative (House) - the representative body of government (commonly the House of Representatives) creating statutes/laws. Include representatives and related other, such as legislative research personnel.
30	Foundation - an endowed organization which dispenses funds for designated philanthropic purposes. Includes charitable trusts and corporate foundations.		

# Application Codes

- |  |   |
|--|---|
| <p>41 Government - Legislative (Senate) - the other legislative body of government (commonly the Senate) creating statutes/laws. Include senators and related others, such as legislative research personnel.</p> <p>42 Media Periodical - a periodical publication including magazines, journals, newsletters, etc. Does not include daily or weekly newspapers.</p> <p>43 Media - Daily Newspaper</p> <p>44 Media - Weekly Newspaper</p> <p>45 Media - Radio</p> <p>46 Media - Television</p> <p>47 Cultural Series Organization - an organization whose primary purpose is presentation of single arts events or cultural series such as Community Music Series, Metro Modern Dance Series, Washington Performing Arts Society, or film series.</p> | <p>48 School of the Arts - any school which has arts education as its primary educational mission. Include magnet schools for the arts, community arts schools, conservatories, schools for artistically gifted, etc.</p> <p>49 Arts Camp/Institute - a organization dedicated to camps, institutes or in-depth experiences for limited time duration (e.g., a children's summer music camp).</p> <p>50 Social Service Organization - governmental or private agencies designed to provide services addressing specific social issues (e.g. public housing, drug abuse, welfare, violence, the environment, health issues, etc.)</p> <p>51 Child Care Provider - An organization providing child care.</p> <p>99 None of the above.</p> |
|--|---|

## Discipline codes

*Describes primary area of work.*

- |   |   |
|---|---|
| <p>01 Dance<br/>(do not include mime; see "Theater", 04, for mime)</p> <ul style="list-style-type: none"> <li>A ballet</li> <li>B ethnic/jazz include folk-inspired, see "Folk Arts", 12</li> <li>C modern</li> </ul> <p>02 Music</p> <ul style="list-style-type: none"> <li>A band do not include jazz or popular</li> <li>B chamber include only music for one musician to a part</li> <li>C choral</li> <li>D new include experimental, electronic</li> <li>E ethnic include folk-inspired; see "Folk Arts," 12</li> <li>F jazz</li> <li>G popular include rock</li> <li>H solo/recital</li> <li>I orchestral includes symphonic and chamber orchestra</li> </ul> <p>03 Opera/Music Theater</p> <ul style="list-style-type: none"> <li>A opera</li> <li>B musical theater</li> </ul> | <p>04 Theater</p> <ul style="list-style-type: none"> <li>A theater-general include classical, contemporary, experimental</li> <li>B mime</li> <li>D puppet</li> <li>E theater for young audiences</li> </ul> <p>05 Visual Arts</p> <ul style="list-style-type: none"> <li>A experimental include conceptual, new media, new approaches</li> <li>B graphics include printmaking and book arts; do not include graphic design: see "Design Arts,"</li> <li>D painting include watercolor</li> <li>E sculpture</li> </ul> <p>06 Design Arts</p> <ul style="list-style-type: none"> <li>A architecture</li> <li>B fashion</li> <li>C graphic</li> <li>D industrial</li> <li>E interior</li> <li>F landscape architecture</li> <li>G urban/metropolitan</li> </ul> |
|---|---|

# Application Codes

## 07 Crafts

- |   |             |   |         |
|---|-------------|---|---------|
| A | clay        | B | fiber   |
| C | glass       | D | leather |
| E | metal       | F | paper   |
| G | plastic     | H | wood    |
| I | mixed media |   |         |

## 08 Photography include holography

## 09 Media Arts

- A film
- B audio include radio, sound installations
- C video
- D technology/experimental (include work created using computer or other digital or experimental media as the primary expressive vehicle)

## 10 Literature

- |   |             |   |            |
|---|-------------|---|------------|
| A | fiction     | B | nonfiction |
| C | playwriting | D | poetry     |

## 11 Interdisciplinary - pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g. collaboration between/among the performing and/or visual arts), include performance arts.

## 12 Folk Life / Traditional Arts - pertaining to oral, customary, material and performance traditions informally learned and transmitted in contexts characteristic of ethnic, religious, linguistic, occupational and/or regional groups.

For dance, music, crafts/visual arts and oral traditions that meet the above criteria, use the subcodes 12A-12D.

For other folklife or traditional art forms not itemized below (such as specific occupational arts, vernacular architecture, folk/traditional theater or other performing art forms), use the main code of 12. Do not include folk-inspired forms. (For example, interpretations of ethnic/folk dance or music by artists outside the particular ethnic/folk tradition should be coded 01B or 02E, respectively.

12A: Folk/Traditional Dance

12B: Folk/Traditional Music

12C: Folk/Traditional Crafts and Visual Arts

12D: Oral Traditions (include folk/traditional storytelling)

## 13 Humanities - pertaining but no limited to the following fields: history, philosophy, languages, literature, linguistics, archaeology, jurispru-

dence, history and criticism of the arts, ethics, comparative religions, and those aspects of the social sciences employing historical or philosophical approaches. This last category includes cultural anthropology, sociology, political theory, international relations, and other subjects concerned with questions of value and not with quantitative matters.

## 14 Multi-disciplinary - pertaining to grants that include activities in more than one of the above disciplines; use this code to describe only those grants in which the majority of activities cannot be attributed to one discipline. If the majority of supported activities are clearly within one discipline, that discipline should be used instead of multi-disciplinary. Do not include interdisciplinary activities or events. See "Interdisciplinary", Code 11.

## 15 Non-arts/Non-humanities

**Note:** If project activities are of a technical assistance or service nature, use the discipline, which will benefit from the project. For example, accounting workshops for dance company managers should be coded 01 Dance; a training conference for performing arts presenter trustees should be coded 14. "Multi-disciplinary".

## Grantee Race Codes

*Applicant organizations should code themselves based on the predominant group of which their staff or board or membership (not audience) is composed. Use the list below. Organizations should choose the **one** code that best represents 50 percent or more of their staff or board or membership.*

- |    |   |
|----|---|
| A  | 50% or more Asian   |
| B  | 50% or more Black / African American  |
| H  | 50% or more Hispanic / Latino   |
| N  | 50% or more American Indian / Alaska Native   |
| P  | 50% or more Native Hawaiian / Pacific Islander  |
| W  | 50% or more White   |
| 99 | no single group listed above represents 50 percent or more of staff or board or membership. |

# Application Codes

## Project Race Codes

*If the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the grant or activity is not designated to represent or reach any one particular group, choose code "99".*

A	Asian
B	Black / African American
H	Hispanic / Latino
N	American Indian / Alaska Native
P	Native Hawaiian / Pacific Islander
W	White
99	No single group

## Project Descriptors

Select the descriptor(s) below that comprise a significant portion (50 percent or more) of the grant's resources activities. Select and enter all that apply. If none apply, or if the descriptors below apply to a small or indeterminate portion of your funding/activities, enter -1.

**A Accessibility** - grants or services related to ADA/504 compliance or other activities designed to increase access to the arts for persons with disabilities.

**I International** - programs or activities supporting any of the following: grantees visiting other countries, foreign artists visiting the USA, any cultural exchange program, linkages with artists or institutions in other countries, or establishing/administering international programs in your own agency.

**P Presenting/Touring** - grants or services resulting in the movement of artists and artworks for performances, readings, screenings, exhibits, etc., in different geographic areas. Use this code to indicate funds awarded for either the hosting/presentation of works originating outside of the grantee community or for the fees paid to artists or arts organizations that will, themselves, be touring in different areas.

**T Technology** - grants or services using technology for the creation or dissemination of artworks or the use of technology for organizational management purposes.

**Y Youth at Risk** - grants or services designed primarily to serve at-risk youth. Include arts-related intervention programs (for violence, drug/alcohol abuse and crime) as well as other creative programming specifically involving at-risk youth as primary project participants or beneficiaries.

## Type of Activity Codes

*General description of what you plan to do.*

05	Concert/Performance/Reading-include production/development.
06	Exhibition - include visual arts, film, video, production development.
12	Arts Instruction - include lessons, classes, and other means used to teach knowledge of and/or skills in the arts.
17	Publication - books, manuals, newsletters.
20	School residency - Artist activities in an educational setting wherein one or more core student groups receive repeated artist contact over time.
21	Other residency - artist activities in a non-school setting wherein one or more core student groups receive repeated artist contact over time.
22	Seminar/Conference.
23	Equipment Purchase/Lease/Rental.
24	Distribution of Arts - films, books, prints; including broadcasting.
25	Apprenticeship/Internship.
28	Writing About Art - include criticism.
29	Professional Development/Training - activities enhancing career advancement.
30	Student Assessment - the measurement of student progress toward learning objectives. Not to be used for program evaluation.
31	Curriculum Development/Implementation - include the design, implementation and distribution of instructional materials, methods, evaluation, criteria, goals and objectives.
35	Web Site / Internet Development - include the creation or expansion of existing Web sites (or sections of Web sites) as well as the development of digital art collections, databases, discussion areas or other interactive technology services delivered via the Internet.
36	Broadcasting - include broadcasts via television, cable, radio, the Web or other digital networks.
99	None of the above

# Budget Definitions

## **Activity**

Refers to the specific project or range of operations proposed for MCACA funding.

## **Admissions**

Revenue derived from fees earned through sales of services (other than this grant award). Include sales of workshops, etc., to other community organization, government contracts for specific services, performances or residence fees, tuition, etc. Include foreign government support.

## **Applicant Cash**

Funds from the applicant's resources allocated this project.

## **Capital Expenditures-Acquisitions**

Expenses for additions to a collection, such as works of art, artifacts, plants, animals or historic documents, the purchase of which is specifically identified with the activity.

## **Capital Expenditures - Other**

Expenses for purchases of building or real estate, renovation or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc., which are specifically identified with the activity.

## **Corporate Support**

Cash support derived from contributions given for this activity (other than this grant award) by businesses, corporations and corporate foundations, or a proportionate share of such contributions allocated to this activity.

## **Employee-Administrative**

Payments for employee salaries, wages and benefits specifically identified with the activity, for executive and supervisory administrative staff, program directors, managing directors, business managers, press agents, fund raisers, clerical staff such as secretaries, typists, bookkeepers, and supportive personnel such as maintenance and security staff, ushers and other front-of-the house and box office personnel.

## **Employees-Artistic**

Payment for employee salaries, wages and benefits

specifically identified with the activity, for artistic directors, conductors, directors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, puppeteers, etc.

## **Employees-Technical/Production**

Payments for employee salaries, wages and benefits specifically identified with the activity, for technical management and staff, such as technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

## **Federal Support**

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the federal government, or a proportionate share of such grants or appropriation allocated to the activity.

## **Foundation Support**

Cash support derived from grants given for this activity (other than this grant award) by private foundations, or a proportionate share of such grants allocated to this activity.

## **Government Support**

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of the city, county, in-state regional and other local government agencies, or a proportionate share of such grants or appropriation allocated to the activity.

## **Grant Amount Awarded**

Amount awarded in support of this activity.

## **In-Kind**

In-kind items utilize the same definitions as cash categories to reflect the value of fees and services which are provided to the applicant by volunteers or outside parties at no cash cost to the applicant.

# Budget Definitions

## Marketing

All costs for marketing, publicity, and/or promotion specifically identified with the activity. Do not include payments to individuals or firms which belong under “personnel” or “outside fees and services.” Include costs of newspapers, radio and television advertising, printing and mailing of brochures, flyers, and posters, and food, drink and space rental when directly connected to promotion, publicity or advertising. For fund-raising expenses, see “Other Expenses.”

## Non-employee artistic fees and Services

Payments to firms or persons for the services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity. Include artistic directors, directors, conductors, curators, dance masters, composers, choreographers, designers, video artists, film makers, painters, poets, authors, sculptors, graphic artists, actors, dancers, singers, musicians, teachers, instructors, etc. serving in non-employee/non-staff capacities.

## Non-employee, other fees and services -

Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the applicant, but consultants or the employees of other organizations, whose services are specifically identified with the activity.

## Other Expenses

All expenses not entered in other categories and specifically identified with the activity. Include fund-raising expenses, scripts and scores, lumber and nails, electricity, telephone and telegraph, storage, postage, interest charges, photographic supplies, publication purchases, sets and props, food consumed on premises, equipment rental, insurance fees, non-structural renovations or improvements, trucking, shipping and hauling expenses not entered under “Travel.”

## Other Private Support

Cash support derived from cash donations given for this activity or a proportionate share of general donation allocated to this activity. Do not include corporate, foundation or government contributions and grants. Include gross proceeds from fund-raising events.

## Other Unearned

Revenue derived from sources other than those listed above. Include catalog, sales, advertising space in programs, gift shop income, concessions, parking, investment income, etc.

## Space Rental

Payments specifically identified with the activity for rental of office, rehearsal, theater, hall, gallery and other such spaces.

## State/Regional Support

Cash support derived from grants or appropriations given for this activity (other than this grant award) by agencies of state government, or a proportionate share of such grants of appropriations allocated to the activity. *Some examples of other state funding include: Minigrants, Creative Artist Grants, Touring Arts, Rural Arts and Culture Grants, etc.*

## Total Cash Expenses

The total of personnel through capital expenditures above.

## Travel

All costs directly related to travel of an individual or individuals and specifically identifies with the activity. Include fares, hotel and other lodging expenses, food, taxis, gratuities, per diem payments, toll charges, mileage, allowances on personal vehicles, car rental costs, etc. For trucking, shipping, or hauling expenses, see “Other Expenses.”

## Total Cash Revenues

The total of admissions through grant amount award above.



# Test Yourself with these Questions

Take a look at the following questions. If you can answer each question “Yes” you have prepared your application to be reviewed by the peer panel. If any of your answers are “No” you may want to revisit your application.

1. Did you use an inclusive process to develop your project?
2. Does your application narrative clearly respond to the program guidelines and review criteria?
3. Is the proposed project compatible with the mission and goals of your organization?
4. Does your community and others outside your organization support the project? Is their support evidenced in letters, agreements, matching funds, volunteer contributions, etc.?
5. Are all of your letters of support current and relevant to your project?
6. Have the grant program matching requirements been met?
7. Have you clearly explained what you plan to accomplish through your project? Why? How? When?
8. Have you provided a plan to assess and evaluate the impact and success of your project?
9. Are the project activities accessible to the general public? Persons with disabilities?
10. Is the facility, in which the project activities will take place, accessible to persons with disabilities?
11. Do resumes and bios of key personnel reflect relevant experience and expertise?
12. Are your project budget projections realistic? Are personnel wages, supply and equipment costs, rental fees, marketing and promotional expenses etc. appropriate?
13. Generally, MCACA final grant awards are less than the amount requested. Have you considered how partial funding may impact the implementation of your project?
14. Is your cash flow sufficient to ensure that your project can begin while you wait for your Council funding to arrive?

# Sample Itemization

MCACA requires that you submit a full itemization of each figure in your budget. That itemization is to be submitted as ATTACHMENT #2. The following is a sample of such an itemization. The itemization must be accurate and balance with the projected budget in section 5. Indicate if the itemized amounts representing revenue are either projected or confirmed by using a letter "P" or a letter "C".

## ATTACHMENT #2, Page 1 "Your" Arts Organization Inc.

### Revenue:

(p = projected) (c = confirmed)

Line	Admissions		Totals
	Ticket sales		
	4 performances x 750 x \$5 per ticket	\$15,000 p	\$15,000
<b>Line 2 Contracted services</b>			
	7 school workshops - 7 x \$150 ea	\$1,050 c	
	2 school performances - 2 x \$350 ea	\$700 c	
		\$1,750 c	\$1,750
<b>Line 3 Other / Memberships</b>			
	400 x \$15 per membership	\$6,000	
	80 x \$25 per membership	\$2,000	
		\$8,000 c	\$8,000
<b>Line 5 Corporate Support</b>			
	The Alexander Corporation	\$2,000 p	
	15 businesses @ \$250	\$3,750 p	
	4 businesses @ \$1,000	\$4,000 p	
		\$9,750 p	\$9,750
<b>Line 7 Other Private Support</b>			
	Millionaire Raffle	\$7,000 p	
	Charities of Our Town	\$3,000 p	
		\$10,000 p	\$10,000
<b>Line 16 Council request</b>			
		\$11,000	
<b>Line 17 Total Cash Revenue</b>			
		\$55,500	\$55,500
(This number is from line 17 of the budget form This amount should equal the amount on line 32 of the budget form)			

### Expense In-Kind

<b>Line 21 Administrative Employees:</b>			
	Executive Director - 5% of salary	\$1,250	\$1,250
<b>Line 25 Other fees/services (non-employee)</b>			
	7 school teachers - 7% of salary		
	7 x \$2,450	\$17,150	\$17,150
<b>Line 26 Space Rental</b>			
	Allante Elementary Auditorium		
	2 performances - 2 x \$800	\$1,600	\$1,600
<b>Line 33 Total In-Kind Expenses</b>			
		\$20,000	\$20,000

# Sample Itemization

ATTACHMENT #2, Page 2  
 "Your" Arts Organization  
 Totals

## Expenses / Cash

### Line 21 Administrative Employees

Executive Director - 20% of salary	\$5,000	\$5,000
------------------------------------	---------	---------

### Line 22 Artistic Employees

Grover Dance Company (5 dancers)		
4 performances -4 x \$5,550	\$22,200	
2 performances -2 x \$1,300	\$2,600	
	\$24,800	\$24,800

### Line 24 Artistic Fees / Services

Robert Perry (dancer)		
2 three-hour workshops - 2 x \$200	\$400	
John Dubin (dancer)		
1 lecture/demonstration - 1 x \$200	\$200	
Darla Heller (dancer)		
2 in-service 2 x \$200	\$400	
Carrey Cooper String Quartet (4 musicians)		
2 performances - 2 x \$800	\$1,600	
The Mozart Symphony		
4 performances - 2 x \$2,500	\$10,000	
	\$12,600	\$12,600

### Line 26 Space rental

Hicks theater		
4 performance - 4 x \$1,050	\$4,200	\$4,200

### Line 28 Marketing

Newspaper Ads		
4 x \$180	\$720	
5 x \$200	\$1,000	
2 x \$780	\$1,560	
Posters		
50 x \$13	\$650	
	\$3,930	\$3,930

### Line 29 Other Expenses

Ticket Agent	\$500	
School materials		
Dance Dream booklets - 245 x \$3	\$735	
Teacher guide booklets - 7 x \$5	\$35	
Royalties	\$2,450	
Millionaire raffle	\$1,000	
Corporate fundraising solicitation	\$250	
	\$4,970	\$4,970

### Line 32 Total Cash Expenses

\$55,500	\$55,500
----------	----------

(This number is from line 32 of the budget form. This number should equal the amount reported on line 17 of the budget.)

**NOTE:** The numbers used in the Itemization samples are presented solely as examples of budget itemization format. These numbers are not to be used as recommendations of the Council of proper pay scales/expenses etc.

# Other MCACA Programs

## **Artists in Residence for Education (AIR)**

The Artists in Residence (AIR) program is intended to support working, professional artists within educational settings. The AIR program is a flexible residency program that allows non-profits, schools, and school districts to design artist residencies that address the educational needs and goals of local communities. Residencies may be planned from one month to an entire year.

## **Arts and Learning (A&L)**

The Arts and Learning Program supports quality arts education activities, conducted by artists of high quality and ability, in schools or communities, as well as in arts education partnerships between schools and community-based organizations. In this way, the Council increases arts instruction by engaging the various community resources available in a single effort to make the arts basic to education. There are seven funding categories including: Arts and Humanities, Arts and Technology, Intergenerational Collaboration, Cultural Exchange, Professional Development, Arts Education Initiatives and Underserved.

## **Arts Organizational Development Program (AOD)**

The Arts Organizational Development Program provides funding for professional, small to mid-sized arts producing organizations to acquire special skills to strengthen their administrative infrastructure. The program is not designed for organizations in crisis, but is a mechanism for such organizations to reach their full potential. There are two categories of grants available in this program: (A) - Strategic Planning and (B) - Administrative Development.

## **Arts Projects Program**

The Arts Projects Program supports projects and activities that provide quality arts and cultural programming to citizens across the state. Projects supported by this funding program are divided into 12 components: Dance, Design, Literature, Media, Multidisciplinary, Museums, Music (Chamber, Choral, Computer, Electronic, Jazz, Orchestral, Symphonic and Vocal), Opera / Musical-Theatre, Theatre, and Visual Arts.

## **Big Culture Lesson**

The Big Culture Lesson Program is a new initiative of the Michigan Council for Arts and Cultural Affairs. Projects funded through this program will introduce teachers and students with Michigan's diverse artistic and cultural resources, generate sustainable models and arts integrated curriculum that can be shared with schools and districts throughout the state. Collaborative partnerships between educational institutions (schools/districts) and arts or cultural organizations will develop sustainable integrated models, educational curricula and resources, conduct authentic assessment and piloting of curricula, demonstrate and document the impact of arts and cultural integration and provide web based resources to be shared statewide.

## **Capital Improvements Program**

The Capital Improvements Program provides funding assistance for capital improvement projects for the expansion, renovation, construction or acquisition of cultural facilities. The program is not appropriate for the funding of project planning, such as feasibility studies, architectural drawings or operational support. Any Michigan municipality (county, city, township, or village), may request funding for projects that include capital improvements of community organizations, arts and cultural facilities and publicly owned facilities; excluding stadiums used primarily for professional sporting events.

# Other MCACA Programs

## **Cultural Projects Program**

The Cultural Projects Program supports projects which create a greater understanding and appreciation for the importance of heritage and culture to our aesthetic, economic and social growth as well as those with broad community impact and which develop the management and business skills of cultural producing and presenting organizations. There are three components: Folk Arts, Cultural/Heritage and Science and Culture.

## **Discretionary Grants**

The Discretionary Grant Program provides funding to projects initiated by Council members and staff in response to sudden opportunities and the Michigan Arts Plan. Generally, funding for this program comes from funding returned from other Council programs during the year. Organizations may be invited to submit requests to implement Council initiatives. On occasion, for extraordinary reasons, Discretionary Grants may be awarded by the Council in response to proposals submitted to core programs. (Michigan Council for Arts and Cultural Affairs, 702 West Kalamazoo, P.O. Box 30705, Lansing, Michigan, 48909; (517) 241-4011).

## **Local Arts Agencies and Services Program (Locals)**

The Local Arts Agencies and Services Program provides funding for organizations that deliver services to cultural groups and individual artists, in all disciplines, who foster the long term development of a community or region. Locals program applicants must be community-based, nonprofit, officially recognized arts councils, commissions, societies or organizations which are publicly accountable to provide financial and/or service support for arts and culture in the whole community which it serves. In addition, funding can also be provided for projects which support and compliment the work of local arts agencies services through the provision of services and technical assistance.

## **Regional Regranting Program (Minigrants)**

MCACA's regional regranting program provides minigrants of up to \$4,000 for arts and cultural projects responding to local needs. Minigrants are administered for the Council by regional 19 regranting agencies throughout Michigan. Please contact the regional reganter for your county for deadlines and other information.

## **Rural Arts and Culture Program (Rural Arts)**

The Rural Arts and Culture program is a pilot project funding arts and cultural projects in 39 targeted Michigan counties who have been identified as rural and underserved by the Council. The goal of the program is to strengthen and showcase the unique arts and culture of Michigan's rural communities through community based collaborations relating to community or regional arts, history, and culture. Eligible counties are Alcona, Antrim, Baraga, Barry, Benzie, Branch, Charlevoix, Clare, Dickinson, Eaton, Gladwin, Hillsdale, Huron, Ionia, Keweenaw, Lapeer, Lake, Leelanau, Livingston, Luce, Mackinac, Mason, Mecosta, Menominee, Missaukee, Monroe, Montcalm, Montmorency, Nwaygo, Oceana, Ogemaw, Osceola, Oscoda, Otsego, Sanilac, Schoolcraft, Tuscola, Van Buren, and Wexford.

The Rural Arts and Culture Program is being coordinated by the Michigan State University Museum. Please contact Julie Avery and Katie Large, project staff at (517) 432-3358 for assistance.

# MCACA Statewide Partnerships

Effective arts delivery, on a statewide basis, requires comprehensive expertise, experience, resources, and a highly developed communication network capable of reaching into all segments of Michigan's urban, suburban and rural communities. MCACA accomplishes this through the Partnership Program, a collaboration of diverse forms of arts and cultural information, programming, assistance and services which expand the impact and accessibility of the Council. MCACA partnerships are determined for a three year period by an application and peer review process. Partnerships are confirmed by the Council on an annual basis.

## FY 2003 Partnerships

### Creative Artists

ArtServe Michigan, in partnership with the Council, administers the Council's Creative Artists Grants Program which supports Michigan creative artists in the development of new work or the completion of works-in-progress through grants of up to \$8,000. ArtServe Michigan also provides technical assistance to individual creative artists and nonprofit entities; maintains a slide bank for individual artists; publishes "Artist Update"; operates Artists in Michigan (AIM) in which sponsoring organizations have opportunity to work with ArtServe Michigan's Creative Artist Grant (CAG) recipients and/or other ArtServe Michigan funded artists.

**ArtServe Michigan**  
**17515 West Nine Mile Road, Suite 1025**  
**Southfield, Michigan, 48705**  
**248/557-8288**  
**[www.artservemichigan.org](http://www.artservemichigan.org)**

### Traditional Arts

The Michigan Traditional Arts Program (MTAP), administered by Michigan State University Museum, promotes public awareness and support for Michigan's traditional artists and traditional arts resources. In part, MTAP provides research and documentation of the work of Michigan's traditional artists; produces publications, exhibitions, and presentations and demonstrations of traditional art, music, and dance; provides technical consulting to individuals and organizations; and coordinates the Michigan Heritage Awards Program, the Great Lakes Folk Festival, the Michigan Traditional Arts Apprenticeship Program, and FOLKPATTERNS, a statewide project that engages youth in exploring their own cultural heritage.

**Michigan Traditional Arts Program**  
**Michigan State University Museum**  
**East Lansing, MI 48824**  
**517/355-2370**  
**<http://museum.cl.msu.edu/s-program/MTAP>**

### Arts Education

In collaboration with the Michigan Department of Education (MDE), MCACA and other partners will work to develop programs and initiatives to support arts education activities and professional development opportunities for teachers, artists and arts organizations. MDE and MCACA promote arts education, arts integration, teacher certification, and the support and recognition of best practices.

**Ana Cardona, Fine Arts Education Consultant**  
**Michigan Department of Education**  
**Curriculum Development Program**  
**P.O. Box 30008**  
**Lansing, MI 48909**  
**(517) 335-0466**  
**[cardona@state.mi.us](mailto:cardona@state.mi.us)**  
**[www.mde.state.mi.us](http://www.mde.state.mi.us)**

### Design

Design Michigan, a partnership with the Cranbrook Educational Community, encourages the use of good design in the public and private sector. Activities include general design information and technical assistance counseling, educational programming, lectures and workshops in the areas of architecture, urban design, landscape architecture, interior, industrial and graphic design.

**Design Michigan/Cranbrook**  
**Educational Community**  
**1221 N. Woodward Ave., P.O. Box 801**  
**Bloomfield Hills, MI 48303-0801**  
**248/645-3554**  
**[www.designmichigan.org](http://www.designmichigan.org)**

# MCACA Statewide Partnerships

## Research

The Center for Arts and Public Policy, at Wayne State University, conducts research and offers data, information, and publications about Michigan's creative arts and culture industry. In addition, the Center explores public policy issues, in both public and private sectors, affecting the cultural environment. The Center convenes related conferences and workshops and has examined issues such as supplemental funding of the arts, community building through the arts, and the economic impact of non-profit arts organizations.

**Dr. Bernard L. Brock**  
CAPP, 5104 Gullen Hall, Wayne State University,  
Detroit, MI 48202  
313 577-2952  
[www.research.wayne.edu/artpolic.html](http://www.research.wayne.edu/artpolic.html)

## Touring Arts and Humanities

The Touring Arts and Humanities Program provides grants and workshops to assist Michigan arts and other nonprofit groups in sponsoring performances and exhibitions by juried Michigan artists. Publications available are: "Michigan Touring Arts Directory" and "Guide to Michigan Presenters." The program is administered by The Michigan Humanities Council

**Michigan Humanities Council**  
119 Pere Marquette Drive, Suite 3B  
Lansing, MI 48912-1270  
517/372-7770  
[mihumanities.h-net.msu.edu](http://mihumanities.h-net.msu.edu)

## Arts and Cultural Services

The Michigan Association of Community Arts Agencies partnership strengthens local arts organizations through networking on a regional and national basis, serving as an information clearing house, providing management assistance consultancies and financial support for training/professional development of local arts leaders.

**Michigan Association of  
Community Arts Agencies**  
107 Miller Ave.  
Ann Arbor MI 48334-3561  
1-800/203-9633 734/996-2500  
[www.MACAA.com](http://www.MACAA.com)

## Humanities

The Humanities partnership develops and implements a statewide arts/humanities radio project in collaboration with Michigan Public Radio to promote the state's artists and arts and cultural organizations. Michigan Great Outdoors Cultural Tour partnership provides history and cultural interpretive programs throughout the state at local, state, and national parks and historic sites.

**Michigan Humanities Council**  
119 Pere Marquette Drive, Suite 3B  
Lansing, MI 48912-1270  
517/372-7770  
[mihumanities.h-net.msu.edu](http://mihumanities.h-net.msu.edu)

## Community Artist Residencies

The Community Artist Residency Program is a technical assistance and grant program to provide creative artists residencies and mentorships for communities, as a resource for community problem solving. Issues such as education, design, human services, economic development, at risk youth programming and others will be explored.

**Michigan Association of  
Community Arts Agencies**  
107 Miller Ave.  
Ann Arbor MI 48104  
1-800/203-9633 734/996-2500  
[www.MACAA.com](http://www.MACAA.com)

## Michigan Youth Arts Festival

The Michigan Youth Arts Festival is an annual festival created to embrace the finest artistic talent in Michigan's high schools. Over 60,000 students across the state become involved in the adjudication processes, resulting in over 900 students participating in the event. Disciplines include dance, drama, instrumental and vocal music, visual arts, creative writing, film and video. Between rehearsals and performances students benefit from master classes and workshops presented by working professionals in the arts.

**MI Youth Arts Festival**  
359 S. Burdick St., Ste 203  
Kalamazoo, MI 49007  
269/342-1400  
[www.wmich.edu/cfa/myaf](http://www.wmich.edu/cfa/myaf)

# Regional Regranting Agencies

MCACA's Regional Regranting Program provides Minigrants of up to \$4,000 for arts projects responding to local needs. Minigrants are administered for the Council by Regional Regranting Agencies throughout Michigan. Please contact your county's Regional Regranter(see page 41) for information.

- 1 City of Detroit**  
Cultural Affairs Department  
1240 City-County Building  
Detroit, MI 48226  
James Hart / Tara Danforth Brown  
313 224-3470 313 224-3399 fax  
[www.ci.detroit.mi.us/culturalaffair](http://www.ci.detroit.mi.us/culturalaffair)  
email - [jeh@itsd.ci.detroit.mi.us](mailto:jeh@itsd.ci.detroit.mi.us)  
County: Wayne
- 2 Oakland County Office of Arts, Culture & Film**  
Executive Office Bldg.  
1200 N. Telegraph Rd.  
Pontiac, MI 48341-0403  
Kristie Everett Zamora  
248 858-0415 248 452-9172 fax  
[www.co.oakland.mi.us/arts/](http://www.co.oakland.mi.us/arts/)  
email --[zamorak@co.oakland.mi.us](mailto:zamorak@co.oakland.mi.us)  
County: Oakland
- 3 The Art Center**  
125 Macomb Place  
Mt. Clemens, MI 48043  
Elaine Hommowun / Jo-Anne Wilkie  
586 469-8666, Ext. 109 586 469-4529 fax  
email – [minigrants3@aol.com](mailto:minigrants3@aol.com)  
Counties: Macomb, St. Clair
- 4 Non Profit Enterprise at Work**  
1100 N. Main St.  
Ann Arbor, MI 48104  
Daran Smith  
734 998-0160 734 998-0163 fax  
[www.new.org](http://www.new.org)  
email – [dsmith@new.org](mailto:dsmith@new.org)  
Counties: Livingston, Monroe, Washtenaw
- 5 Greater Flint Arts Council**  
816 S. Saginaw  
Flint, MI 48502  
Cathy Johnson / Greg Fiedler  
810 238-6875 810 238-6879 fax  
[www.gfn.org/gfac](http://www.gfn.org/gfac)  
email – [cathyjohnson2@prodigy.net](mailto:cathyjohnson2@prodigy.net)  
Counties: Genesee, Lapeer
- 6 Arts Council of Greater Lansing**  
425 S. Grand Ave.  
Lansing, MI 48933  
Marcia Ditchie  
517 372-4636 517 484-2564 fax  
[www.lansingarts.com](http://www.lansingarts.com)  
email – [lansingartsmarcia@hotmail.com](mailto:lansingartsmarcia@hotmail.com)  
Counties: Clinton, Eaton, Ingham, Shiawassee
- 7 Northeast Michigan Arts Council**  
3233 Grove Rd., P.O. Box 238  
Standish, MI 48658  
Gail Schmidt  
989 846-4577 989 846-9751 fax  
[www.centurytel.net/nemac](http://www.centurytel.net/nemac)  
email – [gschmidt@mea.org](mailto:gschmidt@mea.org)  
Counties: Arenac, Bay, Midland, Saginaw
- 8 Arts Council of Greater Grand Rapids**  
161 Ottawa NW, Suite 300  
Grand Rapids, MI 49503  
Janelle Thompson / Iliana Ordaz-Jeffries  
616 459-2787 616 459-7160 fax  
[www.artsggr.org](http://www.artsggr.org)  
email – [jthompson@iserv.net](mailto:jthompson@iserv.net)  
Counties: Ionia, Kent, Lake, Mecosta, Montcalm, Newaygo, Osceola
- 9 Cheboygan Area Arts Council**  
P.O. Box 95  
Cheboygan, MI 49721  
Joann Leal / Marilyn Florek  
231 627-5432 231 627-2643 fax  
[www.theoperahouse.org](http://www.theoperahouse.org)  
email – [jpl@nmo.net](mailto:jpl@nmo.net)  
Counties: Alpena, Charlevoix, Cheboygan, Emmet, Montmorency, Otsego, Presque Isle



# Regional Regranting Agencies

- |   |  |
|---|--|
| <p><b>10 Traverse Area Arts Council</b><br/> c/o 9791 Avondale Lane<br/> Traverse City, MI 49684<br/> Diane Hubert<br/> 231 922-9429<br/> <a href="http://www.traversearts.org">www.traversearts.org</a><br/> email – <a href="mailto:dhubert@chartermi.net">dhubert@chartermi.net</a><br/> Counties: <i>Antrim, Benzie, Grand Traverse, Kalkaska, Leelanau, Manistee, Missaukee, Wexford</i></p> | <p><b>15 Arts Council of Greater Kalamazoo</b><br/> Epic Center<br/> 359 S. Burdick, Suite 203<br/> Kalamazoo, MI 49007<br/> Anne Mehring / Barb Harkins<br/> 269 342-5059 269 342-6531 fax<br/> <a href="http://www.kazooart.org">www.kazooart.org</a><br/> email – <a href="mailto:anne@kazooart.org">anne@kazooart.org</a><br/> Counties: <i>Barry, Berrien, Cass, Kalamazoo, St. Joseph, Van Buren</i></p>                     |
| <p><b>11 Eastern Upper Peninsula Planning</b><br/> 524 Ashmun, P.O. Box 520<br/> Sault Ste. Marie, MI 49783<br/> MaryAnn Harrington / Ellen Benoit<br/> 906-635-1581 906 632-4255 fax<br/> <a href="http://www.eup-planning.org">www.eup-planning.org</a><br/> email – <a href="mailto:ebenoit@up.net">ebenoit@up.net</a><br/> Counties: <i>Chippewa, Luce, Mackinac</i></p>                      | <p><b>16 United Arts Cncl. of Calhoun Cnty.</b><br/> P.O. Box 1079<br/> Battle Creek, MI 49016<br/> Kevin Henning / Jessica Russell<br/> 616 441-2700 616 441-2707 fax<br/> <a href="http://www.unitedartscouncil.org">www.unitedartscouncil.org</a> email-<br/> <a href="mailto:kevinhenning@unitedartscouncil.org">kevinhenning@unitedartscouncil.org</a><br/> Counties: <i>Branch, Calhoun, Hillsdale, Jackson, Lenawee</i></p> |
| <p><b>12 Central Upper Peninsula Planning</b><br/> 2415 14<sup>th</sup> Avenue South<br/> Escanaba, MI 49829<br/> Peter Van Steen<br/> 906 786-9234 906 786-4442 fax<br/> email – <a href="mailto:cuppad@chartermi.net">cuppad@chartermi.net</a><br/> Counties: <i>Alger, Delta, Dickinson, Marquette, Menominee, Schoolcraft</i></p>   | <p><b>17 Huron County Economic Development</b><br/> 250 E. Huron Ave., Room 303<br/> Bad Axe, MI 48413<br/> Carl Osentoski / Laura Weber<br/> 989-269-6431 989 269-8209 fax<br/> <a href="http://www.huroncounty.com">www.huroncounty.com</a><br/> email - <a href="mailto:carl@huroncounty.com">carl@huroncounty.com</a><br/> Counties: <i>Huron, Sanilac, Tuscola</i></p>  |
| <p><b>13 Copper Country Comm. Arts Cncl.</b><br/> 126 Quincy Street<br/> Hancock, MI 49930<br/> Susan Burack<br/> 906 482-2333 906 482-0177 fax<br/> email – <a href="mailto:sburack@up.net">sburack@up.net</a><br/> Counties: <i>Baraga, Gogebic, Houghton, Iron, Keweenaw, Ontonagon</i></p>  | <p><b>18 Art Reach of Mid Michigan</b><br/> P.O. Box 166<br/> Mt. Pleasant, MI 48804-0166<br/> Katherine Hunt<br/> 989-773-3689<br/> <a href="http://www.artreachcenter.org">www.artreachcenter.org</a><br/> email - <a href="mailto:khunt@edcen.ehhs.cmich.edu">khunt@edcen.ehhs.cmich.edu</a><br/> Counties: <i>Clare, Gladwin, Gratiot, Isabella</i></p>  |
| <p><b>14 Holland Area Arts Council</b><br/> 150 East 8<sup>th</sup> Street<br/> Holland, MI 49423<br/> Helen Zeerip / Jason Kalajainen<br/> 616 396-3278 616 396-6298 fax<br/> <a href="http://www.hollandarts.org">www.hollandarts.org</a><br/> email – <a href="mailto:haac@macatawa.org">haac@macatawa.org</a><br/> Counties: <i>Allegan, Mason, Muskegon, Oceana, Ottawa</i></p>              | <p><b>19 CRAFT Center</b><br/> 606 Lake Street, P.O. Box 658<br/> Roscommon, MI 48653<br/> Peggy Diss<br/> 989-389-4255<br/> <a href="http://www.craftcenter.com">www.craftcenter.com</a><br/> email – <a href="mailto:dissp@ejourney.com">dissp@ejourney.com</a><br/> Counties: <i>Alcona, Crawford, Iosco, Ogemaw, Oscoda, Roscommon</i></p>   |

# Regranting County/Region

## Regional Regranting /Minigrant Program

The following lists all Michigan counties in alphabetical order. To find your Regional Regranting agency, locate your county on the list. After the name of each county is the number of its Regranting Region.

County	Region	County	Region
Alcona	19	Lapeer	5
Alger	12	Lake	8
Allegan	14	Leelanau	10
Alpena	9	Lenawee	16
Antrim	10	Livingston	4
Arenac	7	Luce	11
Baraga	13	Mackinac	11
Barry	15	Macomb	3
Bay	7	Manistee	10
Benzie	10	Marquette	12
Berrien	15	Mason	14
Branch	16	Mecosta	8
Calhoun	16	Menominee	12
Cass	15	Midland	7
Charlevoix	9	Missaukee	10
Cheboygan	9	Monroe	4
Chippewa	11	Montcalm	8
Clare	18	Montmorency	9
Clinton	6	Muskegon	14
Crawford	19	Newaygo	8
Delta	12	Oakland	2
Dickinson	12	Oceana	14
Eaton	6	Ogemaw	19
Emmet	9	Ontonagon	13
Genesee	5	Osceola	8
Gladwin	18	Oscoda	19
Gogebic	13	Otsego	9
Gr Traverse	10	Ottawa	14
Gratiot	18	Presque Isle	9
Hillsdale	16	Roscommon	19
Houghton	13	Saginaw	7
Huron	17	Sanilac	17
Ingham	6	Schoolcraft	12
Ionia	8	Shiawassee	6
Iosco	19	St Clair	3
Iron	13	St Joseph	15
Isabella	18	Tuscola	17
Jackson	16	Van Buren	15
Kalamazoo	15	Washtenaw	4
Kalkaska	10	Wayne	1
Kent	8	Wexford	10
Keweenaw	13		

# MCACA Members & Staff



The State of Michigan Council for Arts and Cultural Affairs is an agency of the Department of History, Arts and Libraries

Dr. William M. Anderson, Director

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